



THE LANCASHIRE GROUP RECRUITMENT PRIVACY NOTICE

Privacy Notice

This Privacy Notice tells you what to expect in relation to your personal information which is collected, handled and processed by the Lancashire Group, including its subsidiaries. Your data will be processed in accordance with all applicable data protection laws in force from time to time including the General Data Protection Regulations that came into effect on 25 May 2018.

For the benefit of doubt, the Data Controller is Lancashire Holdings Limited including its subsidiary companies (together the “Lancashire Group” or the “Group”). The address of the Group is Level 29, 20 Fenchurch Street, London, EC3M 3BY.

The information we may collect

The information we may collect, hold and process to enable the Group to decide your suitability for any role is set out below:

- Your name.
- Your address
- Your e-mail address.
- Your telephone number.
- CV / work history.
- Job preferences including role, geographical area and salary.
- Any other work related information you provide, for example education or training certificates.

Additionally, we may collect, hold and process data in relation to the recruitment process as shown below:

- Passport details.
- In some cases, permits and/or visas.
- Date of birth.
- National insurance number.
- Outcome of criminal record checks and/or security clearance for certain roles.
- In some circumstances, medical information.
- References, including regulatory references, if applicable.
- Financial information including payroll details, HMRC data, pension scheme details, court orders and statutory payments, if applicable.
- A log of Lancashire’s communications with you by e-mail and telephone.



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The data that we collect and process will have been provided, or will be provided, by you and/or a third party such as another business or recruitment agency. In the case of references, including regulatory references where applicable, these will be provided by your previous employer(s). Medical information may be supplied by a third party in some cases, including your GP, consultant or occupational health provider. The outcome of criminal record checks will be provided by Vero who conduct all relevant searches in relation to employment for the Group.

How we use the information

The Lancashire Group uses the information noted above for its legitimate interests in its role as a (re)insurance business who from time to time looks to recruit personnel, whether on a temporary or permanent basis, and to be able to match your skill sets with any applicable job vacancies that may suit you. Lancashire will do this only when these interests are not overridden by your data protection rights.

Additionally, Lancashire may use the information provided to establish that you have the right to work, to undertake relevant security and criminal record checks (as permitted by law), to deal with any medical and health and safety issues relating to certain positions, to put in place contractual arrangements, documentation and to pay you if your application is successful.

What is the legal basis for processing the information

Lancashire will collect some or all of the information stated above at the outset of the recruitment process as it is in the Group's legitimate interest to ensure the suitability of potential employees for any and all available roles and for administrative purposes.

Information and documentation to establish your right to work is processed by Lancashire as we are legally obliged to do so.

In respect of medical information, the basis for Lancashire processing this will depend upon the individual circumstances but could be for the following reasons, e.g. if it is necessary to protect health and safety or to prevent discrimination on the grounds of a disability or where your explicit consent has been obtained, if required.

In relation to information regarding criminal record checks, the basis for Lancashire processing this is that it is necessary for us to comply with the law or regulations applicable to the Lancashire Group or where your explicit consent has been obtained, if required.



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If a position within the Lancashire Group is offered to you and you have accepted this, we will process your personal data, including financial information, for the purposes of entering a contract with you to fulfill the role and to enable us to pay you. The data we process could depend upon the individual contractual arrangements and circumstances. For the purposes of paying you Lancashire are legally obliged to provide information to HMRC.

Your rights

You have the right at any time to ask for a copy of the information about you that we hold. If you would like to make a request for information please e-mail the Lancashire Data Protection Officer / Privacy Officer at Michael.bambury@lancashiregroup.com.

Retention of your data

Lancashire will retain your data for no longer than is necessary and in accordance with its Group General Data Protection policy and Group Information Retention policy.

Withdrawal of consent

If you have provided Lancashire with your consent to process your data you have the right to withdraw this at any time. In order to do so you should contact the Lancashire Data Protection Officer / Privacy Officer by emailing Michael.bambury@lancashiregroup.com.

Concerns

If you have a concern about the way Lancashire is collecting or using your personal data, you should raise your concern with the Lancashire Data Protection Officer / Privacy Officer in the first instance by e-mailing Michael.bambury@lancashiregroup.com or you can contact the Information Commissioners Office at [www.ico.org.uk\concerns](http://www.ico.org.uk/concerns).